



National Finance Center Customer Notification

Date of Notification: December 15, 2010

Subject: National Finance Center W-2 Information

Database/Customer(s) Affected: All

Dear Customer:

Agencies are encouraged to remind their employees to verify that their residence addresses are correct and make any changes prior to the mailing of the W-2s. The address can be updated through the Self-Service Option of the Employee Personal Page, or their respective employing agency Human Resources office, by close of business December 17, 2010.

Agencies are also requested to use the procedure for putting W-2s on HOLD **only as a last resort**. In addition, the agency making the request should provide the following with their HOLD request:

- The name of the person making the request
- The specific reason(s) for the request
- The agency Point of Contact (POC) person
- The POC telephone number and email address

The last day that W-2s can be placed on HOLD is no later than noon on December 27, 2010.

If you have any questions regarding this notification, please contact NFC's Client Management Branch at Customer.Support@usda.gov.

DRA/M5-11-030/043

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